New Redeemed Warrant Search Manual

Office of the Iowa State Treasurer

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This document contains instructions on how to access images of redeemed State of Iowa warrants through a web application called Warrant Search. If you have any questions regarding use of this system, please contact the State Treasurer's Office at 281-3870 or 281-5301.

Browser Requirements

Edge Chromium or Chrome (within the latest two versions).

Confidentiality Note

State issued warrants may be considered a "record" and redeemed State warrants could contain confidential information, such as the signature and bank account information of the person who cashed the warrant. The State Treasurer's Office maintains a password-protected system that houses images of redeemed State warrants for seven years. An agency may request an employee's access to this system if that individual has a valid business purpose. Additionally, employees with access are required to follow your agency's policy and procedures on when and how they are permitted to print, copy, distribute or release a copy of a redeemed warrant.

To Access Warrant Search

Access to the Warrant Search website is restricted and users will require a manager's approval within your agency. Those requesting access must complete the [Redemption System Access Request Form](#) and submit to Accounting@tos.iowa.gov.
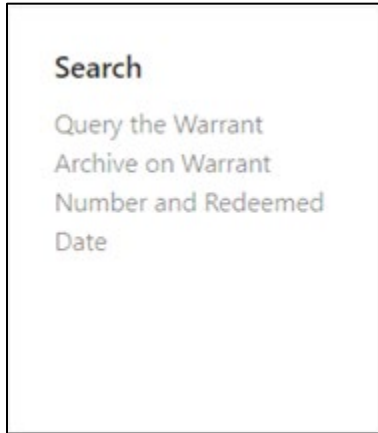
Users must know the warrant number and either the redemption date or the warrant amount to access and retrieve a warrant image. This is a change from the old system, if you know the warrant amount, you will not need to access OUTS.

Using Warrant Search

1. Type this address in your web browser: https://tosprdredemption.azurewebsites.net/ The following screen should appear:
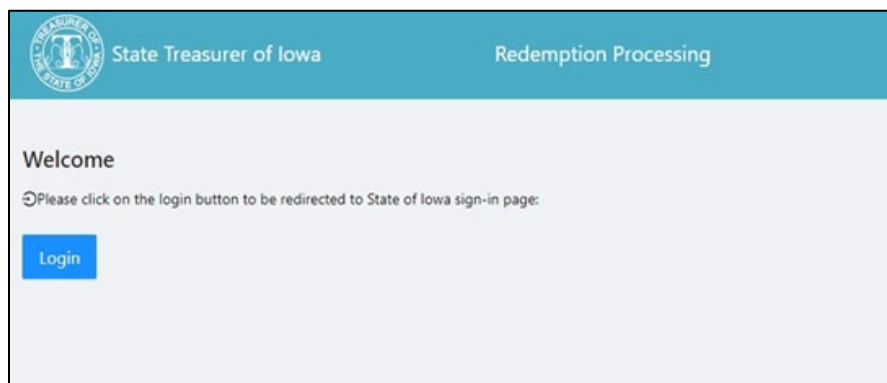
2. Type in your User ID and Password.

3. Click on the Search tile.

Search

Query the Warrant
Archive on Warrant
Number and Redeemed
Date

4. Enter the warrant number and either the redeemed date or the dollar amount. Click Search.

Provide the Warrant Number *AND* either the Redeemed Date
OR the Amount to complete your search.

* Warrant Number

Warrant Number

——————————— AND ———————————

Redeemed Date

Select date

——————————— OR ———————————

Amount

$

Q Search

5. An image of the warrant will appear along with the check information. * To print or save the image, click Download PDF in the top right corner. Ensure you are following your agency's policies and/or procedures on when and how you are allowed to print, copy, distribute or release a copy of a redeemed warrant.

6. A link to the PDF will appear in bottom left of your browser window. You can either click on the up arrow (or a 3 dots icon) and select show in folder or you can double click on link to open the PDF.
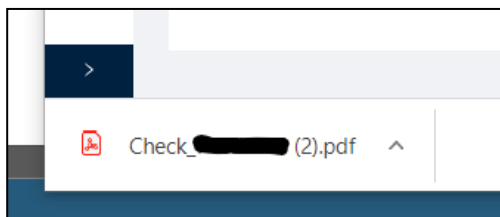
7. To perform another search, use the Back to Search button or your browser's back button.

8. To exit the system, click on your circle icon in top right and click log out. Close your browser.
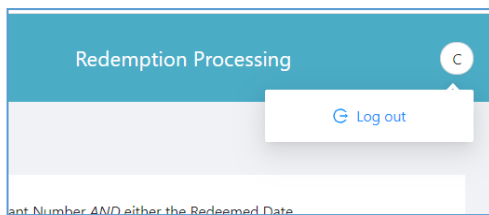
For purposes of this manual, portions of the images have been redacted for privacy reasons.